

**LBJ School of Public Affairs**  
**Bollinger International Student Enrichment Fund Application**

*Flights may be booked in advance using UT's travel agent. The average annual award is \$2,500. Students are encouraged to submit one application encompassing all proposed activities for the entire academic year. Requests may take up to two weeks for approval and reimbursements may take up to a month.*

Would you like the funds to be paid:  in advance  reimbursed or  both

Student Name: \_\_\_\_\_

UT EID: \_\_\_\_\_

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

LBJ Program:  MPAff  MGPS  DC

Hours currently enrolled in LBJ courses: \_\_\_\_\_

Current GPA: \_\_\_\_\_

If travel outside of Austin, TX is involved, fill out the following:

**Trip 1**

Travel Dates \_\_\_\_\_

Destination(s) \_\_\_\_\_

**Trip 2 (if applicable)**

Travel Dates \_\_\_\_\_

Destination(s) \_\_\_\_\_

Have you applied for and/or received funding from another source for this activity?  Yes  No

If yes, please provide documentation of what you have been awarded or for what you have applied.

**Required Documentation:**

Narrative: Attach a one-page essay to describe each event or activity for which you are requesting funding. Please include for what you are using the funds and how it will enrich your educational and cultural experiences. A separate narrative must be submitted for each individual trip/event.

Budget: Please attach a budget that clearly outlines your expenses for each trip/activity. A separate budget must be submitted for each individual trip/event. **Please submit documentation for all expenses that you wish to be considered for funding.** Examples of documentation include screenshots, invoices and estimates for estimated expenses; itemized original receipts taped on 8.5 x 11 paper for incurred expenses.

---

*For internal OSAA use only*

Date Received in OSAA: \_\_\_\_\_ Received by: \_\_\_\_\_

Full-time student?  Yes  No

Student in good academic standing?  Yes  No

Verified by: \_\_\_\_\_ (GAPC) on \_\_\_\_\_ (date)

Committee approved:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

## Budget Expense Sheet

Use gross totals (before tax). Each individual trip/event requires a separate budget expense sheet.

----- Complete Upon Return -----				
Category (All may not apply)	Estimated Total Expenses	Amount Requested in Advance	Expenses Incurred by Student	Balance
Transportation				
<i>Airfare</i>	\$	\$	\$	\$
<i>Airfare - Anthony Travel</i>	\$			
<i>Car rental</i>	\$	\$	\$	\$
<i>Car rental - Fuel</i>	\$	\$	\$	\$
<i>Uber/taxi</i>	\$	\$	\$	\$
<i>Bus/train</i>	\$	\$	\$	\$
<i>Personal Auto Mileage</i> (\$0.54 x ___ miles)	\$	\$	\$	\$
Meals				
<i>In-state</i> (Receipts required)	\$	\$	\$	\$
<i>Out-of-state</i> (\$___ x ___ days)	\$	\$	\$	\$
Hotel/Lodging	\$	\$	\$	\$
Activities				
<i>Museum tickets</i>	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$

I understand that this fellowship is being granted in good faith with the understanding that I will provide OSAA with all receipts and a donor thank you letter, including photographs, within two weeks of incurring the expenses awarded in this application. Further, I understand and agree that my failure to do so may result in a non-financial administrative bar on my student record and this bar may not be lifted until I provide the documents or return the awarded monies.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Committee: \_\_\_\_\_

Date: \_\_\_\_\_

*Committee Chair*